



OHRM - 2003-03

Office of Human Resources Management Policy Memorandum

Subject: Processing of Request for Training Forms, SF-182 and ITA- 2051

The purpose of this Policy Memorandum is to clarify the procedures for processing and approving training requests. All requests for training must be approved in advance of the start date and before payment can be made. Because the Office of Personnel Management (OPM) regulations require that agencies maintain a record of all government paid training, the Office of Human Resources Management, Strategic Workforce Management Group (SWMG) must be provided a copy of all approved training requests that have been signed by managers who have delegated authority to approve training expenditures. In order to ensure that these two principles are adhered to, the following procedures must be followed:

Processing Procedures for the SF 182:

- The SF 182 must be signed by the Immediate Supervisor and the Second line Supervisor, and submitted to the Chief, Strategic Workforce Management Group at least 2 weeks *prior* to the start date of the training. This includes in-house classes as well as classes that are conducted off-site. Employees will not be reimbursed for training expenses acquired prior to written approval.
- The SF 182 must include the correct appropriation code and must be signed by the manager(s) who have delegated authority to approve training expenditures.
- The SF 182 is required for all Developmental or Long Term training requests. Long term or Developmental training programs include, but are not limited to the following programs: The LEGIS Program, Congressional Fellowship Programs, OPM Management Development Programs, and the Executive Potential Program.
- The SF 182 is required for all group training. The SF 182 must be approved and signed by the Chief, Strategic Workforce Management Group at least 2 weeks before the start of the training and before any payment can be made.
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Processing Procedures for the ITA 2051:

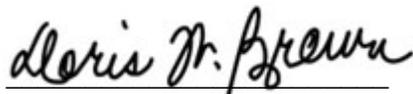
- The ITA 2051 is required for all in-house training classes. The ITA 2051 must be signed by the manager(s) who have delegated authority to approve training requests and must have the correct appropriation code for timely and accurate payment of training expenses.
- The ITA 2051 *must* be approved and signed by the Chief, Strategic Workforce Management Group *at least 2 weeks before the start of the training and before any payment can be made.*

Other Training Processing Procedures:

- All requests for special or unit specific *group* training must be approved by OHRM Strategic Workforce Management Group (SWMG) *at least two weeks before the start date of the training and before any payment can be made.* SWMG is the only office that has authority to negotiate with contractors for training.
- Offices who use their credit card to pay training tuition costs are required to have a process in place to monitor the attendance of the training and to track training expenditures. The law requires that the training office (SWMG), maintain a record of all training where Government funds have been used to pay for the training. In this instance, employees are asked to complete the ITA 2051 or the SF 182 training form to record the training and send a copy to the Strategic Workforce Management Group, Room 7412 for record keeping purposes.
- Managers may approve *individual* training requests using a government credit card, if the cost does not exceed \$2500. In instances where the cost exceeds \$2500, the training requests must be approved by OHRM/SWMG *before* the employee registers.

If you have any questions pertaining to this Policy Memorandum, please call (202) 482-3947 and your call will be directed to the appropriate staff member(s).

Approved:



Doris W. Brown
Human Resources Officer

10/16/2003

Date